



Policy No. 115

Training and Travel Policy

Adopted: September 21, 2007

Background:

When being appointed to the Developmental Disabilities Council, a member assumes an important position of leadership within the developmental disabilities movement. The appointment assumes the active and full participation of a member in all Council meetings and Council activities. In addition, on-going education and individual development is important to assure that members keep up with new and emerging trends and issues facing individuals with developmental disabilities and their families.

Policy:

It is the policy of the Developmental Disabilities Council that members are supported to travel to conferences and workshops. Each member will be allowed to select one in state and one out of state workshop/conference per federal fiscal year.

The workshop/conference must be consistent with the member's individual development plan and approved by the Executive Director.

Council Members may be asked to attend additional conferences or trainings at the request of the Council Chair or Executive Director.

All out of state travel must receive prior authorization so requests for travel, hotel rooms, registration fees and per diem must be submitted 30 to 60 days prior to when travel begins.

Please use the Conference and Training Attendance Request Form in making this request.

The Council will make travel advances available upon the request of the member and the approval of the Executive Director.

All travel expenses will be paid when travel is complete according to guidelines established by the State.

Please see Member Handbook and the Guidelines for Selecting Council Members to Attend Conference/Trainings for more details.

Ed Holen, Executive Director
1-800-634-4473 or (360) 586-3560
edh@cted.wa.gov